

AGENDA

BOARD OF MAYOR AND ALDERMEN

January 14, 2004

7:30 PM

**Aldermanic Chambers
City Hall (3rd Floor)**

1. Mayor Baines calls the meeting to order.
2. The Clerk calls the roll.

CONSENT AGENDA

3. Mayor Baines advises if you desire to remove any of the following items from the Consent Agenda, please so indicate. If none of the items are to be removed, one motion only will be taken at the conclusion of the presentation.

Ratify and Confirm Poll Conducted

- A. Authorizing acceptance and execution of a Highway Safety Grant on behalf of the Manchester Police Department in the amount of \$2,248.80 for Manchester DWI Patrols.
(Unanimous approval received on December 22, 2003.)

Pole Petition – Subject to the Review and Approval of the Department of Highways

- B. Verizon Pole Petition #9D0003 ten (10) each located on Devonshire Street.

Informational – to be Received and Filed

- C. Communication from Kevin Clougherty, Finance Officer, providing an explanation regarding a report by the Board of School Committee and its reference to the recently completed tax rate setting process.

- D.** Communication from William Jabjiniak expressing his gratitude to the Board for their recent expression of sympathy at the loss of his mother.
- E.** Copies of minutes of the Mayor's Utility Coordinating Committee meeting held on December 17, 2003.
- F.** Communication from Robert Boley, Director of Community Services for the State of NH, Department of Revenue Administration, advising that the Assessing Standards Board has finalized its guidelines relating to the assessment review process and noting that Manchester is scheduled for review in 2004.
- G.** Communication from Comcast advising of new developments in customer care, enhancements to internet products and investments in their network.
- H.** Copies of minutes of the Piscataquog River Local Advisory Committee meeting held on December 11, 2003.
- I.** Communication from Public Service of New Hampshire advising of its intent to file an Application for New License with the FERC by December 31, 2003.

Informational – to be Referred to the Building Commissioner for Response

- J.** Communication from a resident of 22 Concord Street advising of his concerns regarding the property at this location.

Informational – Referred to the Committee on Lands and Buildings

- K.** Communication from Kenneth DeSchuiteneer on behalf of Rene Soucy seeking to purchase Lot 25, Map 861 (Frances Street) in the amount of \$10,000.

Accept Funds and Remand for the Purposes Intended

- L.** The City Clerk's Office has requested the following checks be accepted and remanded for the purposes intended and deposited into the Special Projects account #0898:
- a)** receipt of check in the amount of \$3,213.00 from the State of NH for the implementation of changes to the voter registration filing system; and
 - b)** receipt of check in the amount of \$6,013.80 from the State of NH for the Conservation License Plate Grant.

REFERRALS TO COMMITTEES

COMMITTEE ON FINANCE

M. Resolutions:

“Amending the FY 2004 Community Improvement Program, authorizing and appropriating funds in the amount of Two Thousand Two Hundred Forty Eight Dollars and Eighty Cents (\$2,248.80) for FY2004 CIP 411804 Sobriety Checkpoints Program.”

“Authorizing the Finance Officer to effect a transfer of Seven Thousand Three Hundred Dollars (\$7,300) from Contingency to Economic Development.”

REPORTS OF COMMITTEES

**COMMITTEE ON ACCOUNTS, ENROLLMENT
AND REVENUE ADMINISTRATION**

- N.** Advising that it has accepted the City's monthly financial statements for the five months ended November 30, 2003 and is forwarding same to the Board for informational purposes.

- O.** Advising that it has accepted the following Finance Department reports:
- a) department legend;
 - b) open invoice report over 90 days by funds;
 - c) open invoice report (all invoices for interdepartmental billings only);
 - d) open invoice report (all invoices due from the School Dept. only); and
 - e) listing of invoices submitted to City Solicitor for legal determination.
- and is submitting same for informational purposes.

LADIES AND GENTLEMEN, YOU HAVE READ THE CONSENT AGENDA, A MOTION WOULD BE IN ORDER THAT THE CONSENT AGENDA BE APPROVED.

- 4.** Nominations to be presented by Mayor Baines, if available.
- 5.** Mayor Baines advises that a motion is in order to recess the regular meeting to allow the Committee on Finance to meet.
- 6.** Mayor Baines calls the meeting back to order.

OTHER BUSINESS

- 7.** Report of the Committee on Finance, if available.
Ladies and Gentlemen, what is your pleasure?
- 8.** Communication from Virginia Lamberton, Human Resources Director, recommending that the Board authorize Extraordinary Service Awards in the amount of \$1,000 each to both Dennis Duhaime and Stephen Shea of the Airport for their quick response to a potential threat to President Bush's motorcade on October 9, 2003.
Ladies and Gentlemen, what is your pleasure?

9. Communication from Joan Porter, Tax Collector, advising of results of auctions on properties, suggesting 218 Pine Street property be ordered to auction at a minimum bid of \$5,000.00.
A motion is in order to authorize disposition of 218 Pine Street through public auction at a minimum bid of \$5,000.00; to authorize the Tax Collector and City Solicitor to prepare documents as may be required; to authorize the Finance Officer to credit tax deed accounts as may be appropriate; and further to refer a city parcel located at Page Street/Michigan Avenue to the Committee on Lands and Buildings for review and report.
10. Communication from Ron Johnson, Deputy Director of Parks, Recreation & Cemetery Department seeking authorization to enter into a Cooperative Agreement between the City and NH Department of Transportation for the proposed rail trail project along the former Manchester & Lawrence Branch railroad.
A motion is in order to authorize the Mayor execute such Cooperative Agreement as requested, subject to the review and approval of the City Solicitor.
11. Warrant to be committed to the Tax Collector for collection under the Hand and Seal of the Board of Mayor and Aldermen for the collection of sewer charges.
(Note: Clerk to present amount at meeting).
Ladies and Gentlemen, what is your pleasure?
12. Resolutions: **(A motion is in order to read by titles only.)**

“Amending the FY 2004 Community Improvement Program, authorizing and appropriating funds in the amount of Two Thousand Two Hundred Forty Eight Dollars and Eighty Cents (\$2,248.80) for FY2004 CIP 411804 Sobriety Checkpoints Program.”

“Authorizing the Finance Officer to effect a transfer of Seven Thousand Three Hundred Dollars (\$7,300) from Contingency to Economic Development.”

A motion is in order that the Resolutions pass and be enrolled.

TABLED ITEMS

A motion is in order to remove any of the following items from the table for discussion.

- 13.** Report of the Committee on Community Improvement recommending that the Board authorize transfer and expenditure of funds in the amount of \$40,000 (Other) for CIP 511603 Recreation Facility Improvements (Leveraged) Project.
(Tabled 12/02/2003 per request of Alderman DeVries.)
- 14.** Communication from Kevin Dillon, Airport Director, seeking authorization to negotiate and execute the purchase and sale agreement related to the acquisition of the Meggitt Vibro-meter leasehold subject to FAA approval.
(Tabled 12/16/2003)
- 15. NEW BUSINESS**
 - a) Communications
 - b) Aldermen
- 16.** If there is no further business, a motion is in order to adjourn.